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NASA Procedural Requirements

NPR 1400.1E
Effective Date: July 15, 2011
Expiration Date: July 15, 2016

COMPLIANCE IS MANDATORY

Printable Format (PDF)

Request Notification of Change   (NASA Only)

Subject: NASA Directives and Charters Procedural Requirements

Responsible Office: Office of Internal Controls and Management Systems

| TOC | Preface | Chapter1 | Chapter2 | Chapter3 | Chapter4 | AppendixA | AppendixB | AppendixC | AppendixD |
AppendixE | AppendixF | ALL |

Appendix C. Verification Matrices

NPR 1400.1 Verification Matrix A
NPD/Rs

Directive ID: _____

Review Date: _____

Do developers follow the required processes specified in this NPR for Agency-level directives initiated or revised after the effective date of this NPR? To determine process compliance, the Office of Internal Controls and Management Systems monitors the processing of each Agency-level directive through NASA Online Directive Information System (NODIS) and the subsequent signature process to ensure that all process steps and requirements have been completed correctly by all of the process participants.

1400.1 Req't Para	Process Steps/Requirements	Compliant	Non-Compliant
4.3.5	**Requirement** - Did the Responsible Office send directive to OHCM for union coordination? *Note: Confirmation of completion is indicated on NHQ Form 184 and OHCM's e-mail to the union?* If yes, compliant. If no, not compliant.		
None	**Process Step** - Did Responsible Office meet suspense date to place directive on the review schedule? - *Note: View Summary of Actions schedule in NODIS?* If yes, compliant. If no, not compliant.		
2.12.1c, 4.3.6.1f(1)	**Requirement** - Did the Responsible Office provide cost/benefit impacts (e.g., financial, human resources, technical) to implement the new requirements in the space provided on NHQ Form 184? If yes, compliant. If no, not compliant.		
4.3.7.2	**Requirement** - Did reviewing offices/Centers review, comment, provide a concurrence decision on cost/benefit impacts described on NHQ Form 184, in addition to the technical content contained in the directive? If yes, compliant. If no, not compliant.		
2.11.1f	**Requirement** - Was the directive coordinated, approved, and published within established timeline? If yes, compliant. If no, not compliant.		
2.12.1h	**Requirement** - Did the Responsible Office request extensions 10 calendar days prior to the suspense date? If yes, compliant. If no, not compliant.		
2.12.1g	**Requirement** - Did Responsible Office meet suspense date to submit signature package for final approval? *Note: View Summary of Actions schedule in NODIS and NODIS/HATS tracking for supporting material.* If yes, compliant. If no, not compliant.		
4.3.8.1 4.3.8.1a 4.3.8.1b 4.3.8.1c 4.3.8.1c(1) 4.3.8.1c(2) 4.3.8.1c(3) 4.3.8.1c(4) 4.3.8.1c(5) 4.3.8.1c(6) 4.3.8.1c(7) 4.3.8.1c(8) 4.3.8.1c(9) 4.3.8.1c(10) 4.3.8.1c(11) 4.3.8.1c(12) 4.3.8.1d 4.3.8.1e 4.3.8.1f	**Requirement** - Did the Responsible Office prepare final signature package material listed below? If yes, compliant. If no, not compliant. Evidence of concurrence and the approval of the responsible OIC. The original of the proposed directive. Executive Summary to include the following: Purpose and justification for new requirement(s). Summary of significant changes if directive is being revised. Summary of significant comments received during the review. Summary of nonconcurrence(s) and attempts towards resolution, per 4.3.8.2 and 4.3.8.3. Cost/benefit impacts for new resources that may be needed and justification for why resources need to be expended to eliminate unfunded mandates. Strategic Impact (if any). Description of Presidential initiative/external action (if any). Administrator's Headquarters Action Tracking (HATS) ID (e.g., A/2010-00123). HATS due date. Quality Control Liaison's (QCL) name, number, and date of QCL review. Special Instructions (if any). Directives Manager's name and number. A copy of the directive's Review Report of all comments and dispositions. Any additional documents that convey executive direction and supporting material. One copy of each directive to be cancelled by the proposed directive when it is approved. **Process Step** - Did the Responsible Office assemble the signature package according to the attached package assembly instructions checklist?		
4.3.6.1f(2)	**Requirement** - Did the Responsible Office disposition all comments on the directive's content and cost benefit impacts? If yes, compliant. If no, not compliant.		
4.3.8.2 4.3.8.2a 4.3.8.2b 4.3.8.2c 4.3.8.2d	**Requirement** - Did the Responsible Office document disagreement with nonconcurring offices in the Executive Summary to include the following: An explanation for the nonconcurrence. A discussion of how the Responsible Office attempted to resolve the impasse and the outcome of those attempts. The reason(s) the impasse remains unresolved. The recommendation of the Responsible Office.		
4.3.8.3	**Requirement** - Did the Responsible Office document the impasse with the Inspector General in the Executive Summary? If yes, compliant. If no, not compliant.		
2.13.1g	**Requirement** - Did the Responsible Office's Quality Control Liaison sign the ADS? If yes, compliant. If no, not compliant.		
2.11.1h	**Requirement** - Did OICMS distribute notification of new/revised directive? If yes, compliant. If no, not compliant.		
None	**Process Step** - Did OICMS update the Standards Update Notification System?		

NPR 1400.1 Verification Matrix A (Cont'd)
Signature Package Assembly Instructions

Directive ID: _____

Review Date: _____

☐ Does the signature package contain printable forms from the signature package page in NODIS?

☐ Does the signature package contain the appropriate directives package tabs?

☐ Outside of folder, front:

    ☐ Executive Correspondence (clear plastic) cover.

    ☐ Action Document Summary (ADS), NHQ Form 117.

☐ Inside of folder, left side:

    ☐ Executive Correspondence (clear plastic) cover.

    ☐ Executive Summary.

    ☐ Review Report Tab (NHQ Form 279).

    ☐ Review Report.

    ☐ Additional Comments Tab (NHQ Form 279).

    ☐ Additional documents that convey executive direction and supporting material (e.g., e-mails, verification matrices).

    ☐ NHQ Form 184 Tab (NHQ Form 280).

    ☐ NASA Directive Request Summary (NHQ Form 184).

    ☐ Cancelled Directive(s) Tab (NHQ Form 280).

    ☐ Directive(s) cancelled by the approved directive.

☐ Inside of folder, right side for an NPR:

    ☐ Executive Correspondence (clear plastic) cover.

    ☐ The NPR Cover Page (optional).

    ☐ The NPR's Table of Contents.

    ☐ The NPR Preface.

    ☐ Signature tab (NASA Form 422), preceding the signature page in the Preface.

    ☐ Remaining pages of the NPR.

☐ Inside of folder, right side for an NPD:

    ☐ Executive Correspondence (clear plastic) cover.

    ☐ The NPD.

    ☐ Signature tab (NASA Form 422), preceding the signature page in the NPD.

    ☐ Signature page of the final version of the NPD.

NPR 1400.1 Measurement/Verification Matrix B-1

NASA Policy Directive (NPD)

Directive ID: _____

Review Date: _____

Do developers prepare directives in accordance with the requirements for the content and structure of directives that are specif..... this NPR for Agency-level directives initiated or revised after the effective date of this NPR? To determine content compliance, the Office of Internal Controls and Management Systems reviews the contents of each Agency-level directive during the NODIS review and verifies that the content requirements have been met.

1400.1 Paragraph	Description	Compliant	Not Compliant
NPD Elements and Structure			
3.6.2a-f	Are the following required elements in the NPD: 1. Policy; 2. Applicability; 3. Authority; 4. Applicable Documents; 5. Responsibility; 6. Measurement/Verification; 7. Cancellation, Signature Block, Attachment, Distribution Statement? If yes, compliant. If no, not compliant.		
3.6.3b	Paragraph 1. Policy: Policy Statement. Is there a policy statement (e.g., It is NASA's policy to..., NASA shall...)? If yes, compliant. If no, not compliant.		
3.6.3c(1)-(3)	Paragraph 2. Applicability: Does the NPD contain the following statement: "This NPD is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers." If applicable to JPL, state, "This language applies to JPL, other contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants, or agreements." Is there a statement that denotes requirements or other forms of action (e.g., shall/will/can/may/is)? If yes, compliant. If no, not compliant.		
3.6.3d	Paragraph 3. Authority: Does the higher-level document justify establishing the directive? If yes, compliant. If no, not compliant.		
3.6.3e	Paragraph 4. Applicable Documents and Forms: Are the applicable documents and forms, cited within the body of the directive, listed in paragraph 4? Conversely, are applicable documents, listed in paragraph 4, cited within the body of the directive? If yes, compliant. If no, not compliant.		
3.3.2a-f	Authorities, Applicable Documents, and Reference Documents: Are these citations listed numerically or alphabetically in order by title if number does not exist (e.g., USC, PL, EO, CFR, FR, OMB Circular, NPD, NPR, CPD, CPR, NASA Standard, non-NASA government standards, and other documents), and formatted correctly with revision letter designations excluded from directive citations? Are citations formatted correctly and consistently throughout directive? If yes, compliant. If no, not compliant.		
3.6.4f	Paragraph 5. Responsibility: Are responsibility statements for implementation attributed to the highest level possible? Do not dictate how an organizational leader is to organize or assign responsibilities within the leader's organization. If yes, compliant. If no, not compliant.		
3.6.3g	Paragraph 6. Delegation of Authority: Are there any delegations? If not, is "None" stated? If yes, compliant. If no, not compliant.		
3.6.3h	Paragraph 7. Measurement/Verification (M/V): Does information support senior management's evaluation of performance for compliance? If yes, compliant. If no, not compliant.		
3.6.3i	Paragraph 8. Cancellation: If NPD cancels one or more directives, is/are the number(s), title(s), effective date(s) stated? If there are no cancellations, is "None" stated? If yes, compliant. If no, not compliant.		
NPD Content			
3.1.1a-d	a. Are requirements statements denoted by the word "shall?" If yes, compliant. If no, not compliant. b. Do requirements designate at least one official (by position title) or organization responsible and accountable for completing the requirements? If yes, compliant. If no, not compliant. c. Do requirements identify what action shall be accomplished or what product shall be provided to demonstrate compliance with the requirements? If yes, compliant. If no, not compliant. d. Is each requirements statement separately stated with one "shall" statement per paragraph? If yes, compliant. If no, not compliant.		
3.1.2	Does the document contain unique requirements (not duplication of existing requirements)? If yes, compliant. If no, not compliant.		
3.1.3	Is the document free of technical requirements? If yes, compliant. If no, not compliant/		
3.2.1	Are position and office titles used to assign responsibilities, and are these titles consistent with NPD 1000.3? If yes, compliant. If no, not compliant.		
3.5.1b	Are caveat phrases (e.g., as applicable, as appropriate, whenever possible) used? If no, compliant. If yes, not compliant.		
3.5.1d	Is text aligned along the left margin? If yes, compliant. If no, not compliant.		
3.5.1e	Are notes indented and italicized? If yes, compliant. If no, not compliant.		
3.5.1f	Are figures and tables centered w/figures numbered and tables lettered? If yes, compliant. If no, not compliant.		
3.5.1g	Is correct phrasing used to denote requirements or other forms of action (e.g., shall, may/can, should, will, are/is)? If yes, compliant. If no, not compliant.		
3.5.1h & 3.6.3j	Are paragraphs and subparagraphs numbered in accordance with Figure 3? If yes, compliant. If no, not compliant.		
3.6.3l	Are paragraphs numbered accordingly in the attachment (e.g., A.1, A.2), excluding attachments containing acronyms and definitions? If yes, compliant. If no, not compliant.		
3.6.3m	Are definitions listed in Attachment A in alphabetical order w/out paragraph numbers, and are only terms used that are uniquely different from the dictionary? If yes, compliant. If no, not compliant.		
3.6.3n	Are acronyms listed in Attachment B in alphabetical order w/out paragraph numbers? If yes, compliant. If no, not compliant.		

NPR 1400.1 Measurement/Verification Matrix B-1
NASA Policy Directive (NPD)

Directive ID: _____

Review Date: _____

Do developers prepare directives in accordance with the requirements for the content and structure of directives that are specified in this NPR for Agency-level directives initiated or revised after the effective date of this NPR? To determine content compliance, the Office of Internal Controls and Management Systems reviews the contents of each Agency-level directive during the NODIS review and verifies that the content requirements have been met.

1400.1 Paragraph	Description	Compliant	Not Compliant
NPD Elements and Structure			
3.6.2a-f	Are the following, required elements in the NPD: 1. Policy; 2. Applicability; 3. Authority; 4. Applicable Documents; 5. Responsibility; 6. Measurement/Verification; 7. Cancellation, Signature Block, Attachment, Distribution Statement? If yes, compliant. If no, not compliant.		
3.6.3b	Paragraph 1. Policy: Policy Statement. Is there a policy statement (e.g., It is NASA's policy to... NASA shall...)? If yes, compliant. If no, not compliant.		
3.6.3c(1)-(3)	Paragraph 2. Applicability: Does the NPD contain the following statement: "This NPD is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers." If applicable to JPL, state, "This language applies to JPL, other contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants, or agreements." Is there a statement that denotes requirements or other forms of action (e.g., shall/will/can/may/is)? If yes, compliant. If no, not compliant.		
3.6.3d	Paragraph 3. Authority: Does the higher-level document justify establishing the directive? If yes, compliant. If no, not compliant.		
3.6.3e	Paragraph 4. Applicable Documents and Forms: Are the applicable documents and forms, cited within the body of the directive, listed in paragraph 4? Conversely, are applicable documents, listed in paragraph 4, cited within the body of the directive? If yes, compliant. If no, not compliant.		
3.3.2a-f	Authorities, Applicable Documents, and Reference Documents: Are these citations listed numerically or alphabetically in order by title if number does not exist (e.g., USC, PL, EO, CFR, FR, OMB Circular, NPD, NPR, CPD, CPR, NASA Standard, non-NASA government standards, and other documents), and formatted correctly with revision letter designations excluded from directive citations? Are citations formatted correctly and consistently throughout directive? If yes, compliant. If no, not compliant.		
3.6.4f	Paragraph 5. Responsibility: Are responsibility statements for implementation attributed to the highest level possible? Do not dictate how an organizational leader is to organize or assign responsibilities within the leader's organization. If yes, compliant. If no, not compliant.		
3.6.3g	Paragraph 6. Delegation of Authority: Are there any delegations? If not, is "None" stated? If yes, compliant. If no, not compliant.		
3.6.3h	Paragraph 7. Measurement/Verification (M/V): Does information support senior management's evaluation of performance for compliance? If yes, compliant. If no, not compliant.		
3.6.3i	Paragraph 8. Cancellation: If NPD cancels one or more directives, is/are the number(s), title(s), effective date(s) stated? If there are no cancellations, is "None" stated? If yes, compliant. If no, not compliant.		
NPD Content			
3.1.1a-d	a. Are requirements statements denoted by the word "shall?" If yes, compliant. If no, not compliant. b. Do requirements designate at least one official (by position title) or organization responsible and accountable for completing the requirements? If yes, compliant. If no, not compliant. c. Do requirements identify what action shall be accomplished or what product shall be provided to demonstrate compliance with the requirements? If yes, compliant. If no, not compliant. d. Is each requirements statement separately stated with one "shall" statement per paragraph? If yes, compliant. If no, not compliant.		
3.1.2	Does the document contain unique requirements (not duplication of existing requirements)? If yes, compliant. If no, not compliant.		
3.1.3	Is the document free of technical requirements? If yes, compliant. If no, not compliant/		
3.2.1	Are position and office titles used to assign responsibilities, and are these titles consistent with NPD 1000.3? If yes, compliant. If no, not compliant.		
3.5.1b	Are caveat phrases (e.g., as applicable, as appropriate, whenever possible) used? If no, compliant. If yes, not compliant.		
3.5.1d	Is text aligned along the left margin? If yes, compliant. If no, not compliant.		
3.5.1e	Are notes indented and italicized? If yes, compliant. If no, not compliant.		
3.5.1f	Are figures and tables centered w/figures numbered and tables lettered? If yes, compliant. If no, not compliant.		
3.5.1g	Is correct phrasing used to denote requirements or other forms of action (e.g., shall, may/can, should, will, are/is)? If yes, compliant. If no, not compliant.		
3.5.1h & 3.6.3j	Are paragraphs and subparagraphs numbered in accordance with Figure 3? If yes, compliant. If no, not compliant.		
3.6.3l	Are paragraphs numbered accordingly in the attachment (e.g., A.1, A.2), excluding attachments containing acronyms and definitions? If yes, compliant. If no, not compliant.		
3.6.3m	Are definitions listed in Attachment A in alphabetical order w/out paragraph numbers, and are only terms used that are uniquely different from the dictionary? If yes, compliant. If no, not compliant.		
3.6.3n	Are acronyms listed in Attachment B in alphabetical order w/out paragraph numbers? If yes, compliant. If no, not compliant.		
3.6.4	Are procedural requirements documented? If no, compliant. If yes, not compliant.		

NPR 1400.1 Measurement/Verification Matrix B-2

NASA Procedural Requirements (NPR)

Directive ID: _____

Review Date: _____

Do developers prepare directives in accordance with the requirements for the content and structure of directives that are specified in this NPR for Agency-level directives initiated or revised after the effective date of this NPR? To determine content compliance, the Office of Internal Controls and Management Systems reviews the contents of each Agency-level directive during the NODIS review and verifies that the content requirements have been met.

1400.1 Paragraph	Description	Compliant	Not Compliant
NPR Elements and Structure			
3.7.2	Does the NPR contain the appropriate elements (e.g., Table of Contents (TOC), Change Log, Preface, Chapters, Appendices)? If yes, compliant. If no, not compliant.		
3.7.2c	Does the TOC contain a preface and chapter titles with second level paragraphs titles? If yes, compliant. If no, not compliant.		
3.7.4h	Are chapter paragraphs numbered in accordance with Figure 5? If yes, compliant. If no, not compliant.		
Preface Elements and Structure			
3.7.2e	Does the Preface contain the appropriate elements (e.g., P.1 Purpose, P.2 Applicability, P.3 Authority, P.4 Applicable Documents and Forms, P.5 Measurement/Verification, P.6 Cancellation)? If yes, compliant. If no, not compliant.		
3.7.4a	P.1 Purpose - Does the Purpose describe the rationale for establishing the NPR and what will be accomplished by implementing the NPR? If yes, compliant. If no, not compliant.		
3.7.4b	P.2 Applicability - Does the NPR contain the following statement: "This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers." If applicable to JPL, state, "This language applies to JPL, other contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants, or agreements." Is there a statement that denotes requirements or other forms of action? Does the document contain the description statements for action verbs (shall/will/can/may/is)? If yes, compliant. If no, not compliant.		
3.7.4c	P.3 Authority - Does the higher-level document justify establishing the directive? If yes, compliant. If no, not compliant.		
3.7.4d	P.4 Applicable Documents and Forms - Are the applicable documents and forms, cited within the body of the directive, listed in paragraph P.4? Conversely, are the applicable documents and forms, listed in paragraph P.4, cited within the body of the directive? If yes, compliant. If no, not compliant.		
3.3.2a-f	Authorities, Applicable Documents, and Reference Documents - Are these citations listed numerically or alphabetically in order by title if number does not exist (e.g., USC, PL, EO, CFR, FR, OMB Circular, NPD, NPR, CPD, CPR, NASA Standard, NASA Forms, non-NASA Government standards, and other documents), and formatted correctly with revision letter designations excluded from directive citations? Are citations formatted correctly and consistently throughout directive? If yes, compliant. If no, not compliant.		
3.7.4e	P.5 Measurement/Verification (M/V) - Does information support senior management's evaluation of performance for compliance? If yes, compliant. If no, not compliant.		
3.7.4f	Paragraph 8. Cancellation - If NPR cancels one or more directives, is/are the number(s), title(s), effective date(s) stated? If there are no cancellations, is "None" stated? If yes, compliant. If no, not compliant.		
3.7.4g	Are Preface paragraphs numbered in accordance with Figure 4? If yes, compliant. If no, not compliant.		
NPR Content			
3.1.1a-d	a. Are requirements statements denoted by the word "shall?" If yes, compliant. If no, not compliant.		
	b. Do requirements designate at least one official (by position title) or organization responsible and accountable for completing the requirements? If yes, compliant. If no, not compliant.		
	c. Do requirements identify what action shall be accomplished or what product shall be provided to demonstrate compliance with the requirements? If yes, compliant. If no, not compliant.		
	d. Is each requirements statement separately stated with one "shall" statement per paragraph? If yes, compliant. If no, not compliant.		
3.1.2	Does the document contain unique requirements (not duplication of existing requirements)? If yes, compliant. If no, not compliant.		
3.1.3	Is the document free of technical requirements? If yes, compliant. If no, not compliant.		
3.2.1	Are position and office titles used to assign responsibilities, and are these titles consistent with NPD 1000.3? If yes, compliant. If no, not compliant.		
3.5.1b	Are caveat phrases (e.g., as applicable, as appropriate, whenever possible) used? If no, compliant. If yes, not compliant.		
3.5.1c	Are page numbers used and indexed TOC excluded? If yes, compliant. If no, not compliant.		
3.5.1d	Is text aligned along the left margin? If yes, compliant. If no, not compliant.		
3.5.1e	Are notes indented and italicized? If yes, compliant. If no, not compliant.		
3.5.1f	Are figures and tables centered w/figures numbered and tables letters? If yes, compliant. If no, not compliant/		
3.5.1g	Is correct phrasing used to denote requirements or other forms of action (e.g., shall, may/can, should, will, are/is)? If yes, compliant. If no, not compliant.		
NPR Appendices			
3.7.4h	Are chapter paragraphs numbered in accordance with Figure 5? If yes, compliant. If no, not compliant		
3.7.4i	Do appendices contain requirements? If no, compliant. If yes, not compliant.		
3.7.4j	Are paragraphs numbered accordingly in the appendix (e.g., A.1, A.2) excluding appendices containing acronyms and definitions? If yes, compliant. If no, not compliant		
3.7.4k	Are definitions listed in Appendix A in alphabetical order w/out paragraph numbers, and are the terms used in the NPR uniquely different from the dictionary? If yes, compliant. If no, not compliant.		
3.7.4l	Are acronyms listed in Appendix B in alphabetical order w/out paragraph numbers? If yes, compliant. If no, not compliant.		
3.7.4m	If there is a verification matrix, is it included Appendix C? If yes, compliant. If no, not compliant.		

NPR 1400.1 Measurement/Verification Matrix C-1
Center Policy Directive (CPD)

Directive ID: _____

Review Date: _____

Are Centers following the content and process requirements of this NPR, that are applicable to the Centers, for Center-level directives initiated or revised after the effective date of this NPR? To determine Center compliance with this NPR, Center Directors, or designees, determine and document compliance by applying a verification approach that is tailored to meet the needs of the Center. The Office of Internal Controls and Management Systems surveys the Centers and conducts spot-checks every three years to review Center documentation and implementation of Center-specific verification activity.

1400.1 Paragraph	Description	Compliant	Not Compliant
CPD Elements and Structure			
3.6.2a-f	Are the following required elements in the CPD: Change Log; 1. Policy; 2. Applicability; 3. Authority; 4. Applicable Documents; 5. Responsibility; 6. Measurement/Verification; 7. Cancellation, Signature Block, Attachment, Distribution? If yes, compliant. If no, not compliant.		
3.6.3b	Paragraph 1. Policy - Policy Statement. Is there a policy statement (e.g., It is NASA's policy to... NASA shall...)? If yes, compliant. If no, not compliant.		
3.6.3c(1)-(3)	Paragraph 2. Applicability - Does the CPD contain the following statement: "This CPD is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers." If applicable to JPL, state, "This language applies to JPL, other contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants, or agreements." Is there a statement that denotes requirements or other forms of action (e.g., shall/will/can/may/is)? If yes, compliant. If no, not compliant.		
3.6.3d	Paragraph 3. Authority - Does the higher-level document justify establishing the directive? If yes, compliant. If no, not compliant.		
3.6.3e	Paragraph 4. Applicable Documents and Forms - Are the applicable documents and forms, cited within the body of the directive, listed in paragraph 4? Conversely, are the applicable documents and forms, listed in paragraph 4, cited within the body of the directive? If yes, compliant. If no, not compliant.		
3.3.2a-f	Authorities, Applicable Documents, and Reference Documents - Are these citations listed numerically or alphabetically in order by title if number doesn't exist (e.g., USC, PL, EO, CFR, FR, OMB Circular, NPD, NPR, CPD, CPR, NASA Standard, non-NASA government standards, and other documents), and formatted correctly with revision letter designations excluded from directive citations? Are citations formatted correctly and consistently throughout directive? If yes, compliant. If no, not compliant.		
3.6.3f	Paragraph 5. Responsibility - Are responsibility statements for implementation attributed to the highest level possible? Do not dictate how an organizational leader is to organize or assign responsibilities within the leader's organization. If yes, compliant. If no, not compliant.		
3.6.3g	Paragraph 6. Delegation of Authority: Are there any delegations? If not, is "None" stated? If yes, compliant. If no, not compliant.		
3.6.3h	Paragraph 7. Measurement/Verification (M/V) - Does information support senior management's evaluation of performance for compliance? If there are no M/Vs, is "None" stated? If yes, compliant. If no, not compliant.		
3.6.3i	Paragraph 8. Cancellation - If CPD cancels one or more directives, is/are the number(s), title(s), effective date(s) stated? If there are no cancellations, is "None" stated? If yes, compliant. If no, not compliant.		
CPD Content			
3.1.1a-d	a. Are requirements statements denoted by the word "shall?" If yes, compliant. If no, not compliant. b. Do requirements designate at least one official (by position title) or organization responsible and accountable for completing the requirements? If yes, compliant. If no, not compliant. c. Do requirements identify what action shall be accomplished or what product shall be provided to demonstrate compliance with the requirements? If yes, compliant. If no, not compliant. d. Is each requirements statement separately stated with one "shall" statement per paragraph? If yes, compliant. If no, not compliant.		
3.1.2	Does the document contain unique requirements (not duplication of existing requirements)? If yes, compliant. If no, not compliant.		
3.1.3	Is the document free of technical requirements? If yes, compliant. If no, not compliant/		
3.2.1	Are position and office titles used to assign responsibilities, and are these titles consistent with NPD 1000.3? If yes, compliant. If no, not compliant.		
3.5.1b	Are caveat phrases (e.g., as applicable, as appropriate, whenever possible) used? If no, compliant. If yes, not compliant.		
3.5.1g	Is correct phrasing used to denote requirements or other forms of action (e.g., shall, may/can, should, will, are/is)? If yes, compliant. If no, not compliant.		
3.5.1h&3.6.3i	Are paragraphs and subparagraphs numbered in accordance with Figure 3? If yes, compliant. If no, not compliant.		
3.6.3l	Are paragraphs numbered accordingly in the attachment (e.g., A.1, A.2), excluding attachments containing acronyms and definitions? If yes, compliant. If no, not compliant.		
3.6.3m	Are definitions listed in Attachment A in alphabetical order w/out paragraph numbers, and are only terms used that are uniquely different from the dictionary? If yes, compliant. If no, not compliant.		
3.6.3n	Are acronyms listed in Attachment B in alphabetical order w/out paragraph numbers? If yes, compliant. If no, not compliant.		
3.6.4	Are procedural requirements documented? If no, compliant. If yes, not compliant.		

NPR 1400.1 Measurement/Verification Matrix C-2

Center Procedural Requirements (CPR)

Directive ID: _____

Review Date: _____

Are Centers following the content and process requirements of this NPR, that are applicable to the Centers, for Center-level directives initiated or revised after the effective date of this NPR? To determine Center compliance with this NPR, Center Directors, or designees, determine and document compliance by applying a verification approach that is tailored to meet the needs of the Center. The Office of Internal Controls and Management Systems surveys the Centers and conducts spot-checks every three years to review Center documentation and implementation of Center-specific verification activity.

1400.1 Paragraph	Description	Compliant	Not Compliant
CPR Elements and Structure			
3.7.2	Does the CPR contain the appropriate elements (e.g., Table of contents (TOC), Change Log, Preface, Chapters, Appendices)? If yes, compliant. If no, not compliant.		
3.7.2c	Does the TOC contain a preface and chapter titles with second-level paragraphs titles? If yes, compliant. If no, not compliant.		
3.7.4h	Are chapter paragraphs numbered in accordance with Figure 5? If yes, compliant. If no, not compliant.		
Preface Elements and Structure			
3.7.2d	Does the Preface contain the appropriate elements (e.g., P.1 Purpose, P.2 Applicability, P.3 Authority, P.4 Applicable Documents and Forms, P.5 Measurement/Verification, P.6 Cancellation) If yes, compliant. If no, not compliant.		
3.7.4a	P.1 Purpose - Does the Purpose describe the rationale for establishing the NPR and what will be accomplished by implementing the NPR? If yes, compliant. If no, not compliant.		
3.7.4b	P.2 Applicability - Does the CPR contain the following statement: This CPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers." If applicable to JPL, state, "This language applies to JPL, other contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants, or agreements." Is there a statement that denotes requirements or other forms of action? Does the document contain the description statements for action verbs (shall/will/can/may/is)? If yes, compliant. If no, not compliant.		
3.7.4c	P.3 Authority - Does the higher-level document justify establishing the directive? If yes, compliant. If no, not compliant.		
3.7.4d	P.4 Applicable Documents and Forms - Are the applicable documents and forms, cited within the body of the directive, listed in paragraph P.4? Conversely, are the applicable documents and forms, listed in paragraph P.4, cited within the body of the directive? If yes, compliant. If no, not compliant.		
3.3.2a-f	Authorities, Applicable Documents, and Reference Documents - Are these citations listed numerically or alphabetically in order by title if number does not exist (e.g., USC, PL, EO, CFR, FR, OMB Circular, NPD, NPR, CPD, CPR, NASA Standard, NASA Forms, non-NASA Government standards, and other documents), and formatted correctly with revision letter designations excluded from directive citations? Are citations formatted correctly and consistently throughout directive? If yes, compliant. If no, not compliant.		
3.7.4e	P.5 Measurement/Verification (M/V) - Does information support senior management's evaluation of performance for compliance? If there are no M/Vs, is "None" stated? If yes, compliant. If no, not compliant.		
3.7.4f	P.6. Cancellation - If CPR cancels one or more directives, is/are the number(s), title(s), effective date(s) stated? If there are no cancellations, is "None" stated? If yes, compliant. If no, not compliant.		
3.7.4g	Are Preface paragraphs numbered in accordance with Figure 4? If yes, compliant. If no, not compliant.		
CPR Content			
3.1.1a-d	a. Are requirements statements denoted by the word "shall?" If yes, compliant. If no, not compliant. b. Do requirements designate at least one official (by position title) or organization responsible and accountable for completing the requirements? If yes, compliant. If no, not compliant. c. Do requirements identify what action shall be accomplished or what product shall be provided to demonstrate compliance with the requirements? If yes, compliant. If no, not compliant. d. Is each requirements statement separately stated with one "shall" statement per paragraph? If yes, compliant. If no, not compliant.		
3.1.2	Does the document contain unique requirements (not duplication of existing requirements)? If yes, compliant. If no, not compliant.		
3.1.3	Is the document free of technical requirements? If yes, compliant. If no, not compliant.		
3.2.1	Are position and office titles used to assign responsibilities and are these titles consistent with NPD 1000.3 used? If yes, compliant. If no, not compliant.		
3.5.1b	Are caveat phrases (e.g., as applicable, as appropriate, whenever possible) used? If no, compliant. If yes, not compliant.		
3.5.1g	Is correct phrasing used to denote requirements or other forms of action (e.g., shall, may/can, should, will, are/is)? If yes, compliant. If no, not compliant.		
CPR Appendices			
3.7.4i	Do appendices contain requirements? If yes, not compliant. If no, compliant.		
3.7.4j	Are paragraphs within appendices numbered using the letter of the appendix (e.g., A.1, A.2) excluding appendices containing acronyms and definitions? If yes, compliant. If no, not compliant		
3.7.4jk	Are definitions listed in Appendix A in alphabetical order w/out paragraph numbers, and are the terms used in the NPR uniquely different from the dictionary? If yes, compliant. If no, not compliant.		
3.7.4l	Are acronyms listed in Appendix B in alphabetical order w/out paragraph numbers? If yes, compliant. If no, not compliant.		
3.7.4m	If there is a verification matrix, is it included Appendix C? If yes, compliant. If no, not compliant.		

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